



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

Regional Affairs Officer, Ventura County - # 375

(Public Affairs Specialist III/IV)

Level III - \$67,367 - \$87,578; Level IV \$76,402 - \$99,322 annually

Open Until Filled. First Review of Applications is Tuesday, March 17, 2009

THE POSITION

This position is responsible for staffing the new Ventura County Regional Office. The employee reports to the Director of Government, Regional and Public Affairs and acts as a liaison for members in the County. The employee ensures steady and smooth flow of communications with partners and constituencies; makes presentations, coordinates intra-regional and inter-regional meetings in the County. Travel required.

IDEAL CANDIDATE QUALITIES...

- Established relationships with elected officials and planning staff within the counties
- Has experience with transportation and/or land use planning issues and projects
- Has the ability to work collaboratively to affect outcomes based on principles of effective coalition building and strategic alliances
- Familiarity with economic and planning issues within Ventura County and how SCAG programs and policies will specifically impact member agencies and other stakeholders
- Outstanding oral and written communication skills are essential

ESSENTIAL DUTIES

- Advises the Department Director on critical County issues related to SCAG and actions needed which may include follow-up on meetings, correspondence, research and reports.
- Communicates SCAG's policies, plans and programs through discussions, presentations and outreach materials on an on-going basis to various organizations within Ventura County including local governments, key community and interest groups and district staff of congress members and the state legislature.
- Serves as SCAG's spokesperson and actively participates at meetings of Regional Council, policy and technical committees, county transportation commissions and others.
- Performs sub-regional relations and conflict resolution and outreach as needed.
- Provides recommendations to improve SCAG's relationships, outreach efforts and overall communications strategy with organizations within the County.
- Conducts or assist in the conducting of outreach efforts related to major SCAG initiatives such as the Regional Transportation Plan, Compass Blueprint, etc.

- Recommends strategies for increasing SCAG's membership and work with non-member cities to join SCAG.
- Maintains positive relations with SCAG employees, elected officials, SCAG's partners, and others.

ESSENTIAL QUALIFICATIONS

Education, Training and Experience: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning, political science, public administration, business administration, or a related field and four years of experience in public affairs, communications, public outreach, public campaigns and/or planning. A Master's degree is desirable.

Knowledge of: Both Levels: Public relations, media advocacy and community affairs; applicable laws, policies and functions associated with SCAG or related Metropolitan Planning Organizations and the geo-political sub-divisions and issues in the SCAG region; transportation, housing, and land use planning principles; organizational and management practices as applied to the analysis, evaluation, development and implementation of public outreach programs, policies and procedures; grass roots organizing concepts and techniques; community political organizing techniques; trends in transportation, housing or environmental issues; state and federal legislative processes and procedures; local, regional, state, and federal public policies related to transportation, housing, land use and environmental issues; research and reporting methods, techniques and procedures; principles and ethics of legislative advocacy; computer software. **Level IV:** In-depth knowledge of current transportation planning, land use and environmental issues.

Ability to: Both levels: Speak, write and communicate effectively; establish and maintain strong working relationships at all levels with a wide variety of people; plan and coordinate multi-disciplinary projects; conduct research, analyze, and evaluate outreach and communications strategies, policies, and procedures; prepare clear and concise presentations, correspondence and reports on a variety of issues; conduct research on a wide variety of planning, legislative and regulatory topics; plan, organize, and carry out assignments from management staff with minimal supervision and direction; interpret and apply federal, state, and local policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

Special Requirements: Possession, or ability to obtain, an appropriate, valid driver's license; ability to work in a standard office environment; ability to travel to different sites and locations.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application with a resume and cover letter. Please send to:

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Attn: Human Resources
818 West 7th Street, 12th Floor
Los Angeles, CA 90017
(213) 236-1931
www.scag.ca.gov

All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800 per month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Employees earn 3.0769 hours per payroll period, depending on length of experience.
- **Sick Leave:** Employees earn 3.6923 hours every payroll period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay

eligible expenses associated with health, dependent care, and parking.

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of over 18 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG Headquarters is located in bustling downtown Los Angeles. SCAG's The Ventura County Regional Office is located at 950 County Square Drive, Suite 101, Ventura, CA 93003.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.